



DOE 2010 CFC

Scoring a Touchdown in Giving

CFC Contribution Methods

The 2010 Combined Federal Campaign (CFC) is now underway. With over 4,000 charities identified in the 2010 CFC Catalog of Caring, it is easy to find a charity, or a group of charities, that shares your interests. And if you do find a CFC charity, or a combination of charities, that you would like to donate to, you will be pleased to learn that it is easy to donate through CFC.

The information that follows will explain: (1) how you can search for a CFC charity to which you would like to contribute; and (2) the different ways you can contribute to a CFC charity of your choice.¹

1. SEARCHING FOR A CHARITY

- ✓ There are 3 ways you can search for a CFC charity:
 - **2010 CFC Catalog of Caring (hard copy)** – You can obtain a hard copy of the 2010 CFC Catalog from your organization's CFC Key Worker(s).
 - **2010 CFC Catalog of Caring (PDF version)** – You can obtain a PDF version of the 2010 CFC Catalog from your organization's CFC Key Worker(s). The PDF version of the Catalog allows you to conduct an electronic search for a charity using keywords or phrases.
 - **Online at:** <https://www.cfcncs.org/donate/?search> – You can visit the CFC National Capital Area website and conduct an electronic search for a charity using keywords, affiliations, and proximity, among other search options.

2. WAYS YOU CAN CONTRIBUTE

- ✓ Your donation to a CFC charity can take various forms (payroll deduction, cash, check, electronic check, and/or credit/debit card), and it can be processed either manually or electronically—you get to decide how you would like to contribute.
- ✓ **MANUAL/TRADITIONAL METHOD:**
 - **CFC Pledge Form** – The CFC Pledge Form is the traditional way for an individual to contribute to a CFC charity or group of charities. You can obtain a CFC Pledge Form from your organization's CFC Key Worker(s).
 - The CFC Pledge Form allows you to contribute *by payroll deduction (spread over 26 pay periods), by cash, or by check.*
 - **What you need to do:** Complete the CFC Pledge Form, indicating whether you would like to contribute via payroll deduction, cash, or check. Give the completed Pledge Form to your CFC Key Worker (along with cash or check, if applicable) for processing.

¹ Note: If you make a contribution through the CFC, you may identify the charity(ies) to which you would like to contribute. However, you can also choose to contribute without identifying a charity(ies) of your choice; in the event that you choose not to identify a charity(ies), your contribution will go to the CFC undesignated fund. At the end of the CFC campaign, contributions in the undesignated fund are distributed among CFC charities in proportion to the amount of overall contributions they received through the 2010 CFC.

✓ **ELECTRONIC METHOD:**

- **CFC e-Giving** – You can make an electronic donation through the CFC website, which is considered “e-Giving.” CFC e-Giving allows you to contribute *by credit/debit card, by electronic check, or by payroll deduction.*
- **CFC e-Giving Option 1: via credit card, debit card, or electronic check**
 - CFC e-Giving allows you to make a one-time or recurring (monthly) donation by using a credit card, debit card, or electronic check.
 - This is the *paperless* option. That is, if you e-Give using a credit card, debit card, or electronic check, you do NOT have to submit any forms to your CFC Key Worker.
- **CFC e-Giving Option 2: via payroll deduction**
 - CFC e-Giving also allows you to donate via payroll deduction (spread over 26 pay periods).
 - *Please note that if you choose this option, you have to PRINT and SUBMIT two copies of your online Pledge Form to your CFC Key Worker in order for the transaction to be processed.*
- **What you need to do:** Visit the CFC National Capital Area website at <https://www.cfcnca.org/donate/?search>. You will need to register or login (if you have previously registered) in order to contribute through e-Giving. Once you login or register, you can conduct an electronic search for a charity(ies) of your choice and add it/them to your basket. Once you have identified a charity(ies), you can identify what type of pledge you would like to make (credit/debit card, electronic check, or payroll deduction) and designate the amount you would like to contribute to your charity(ies) of choice. You will then be asked to provide certain donor information. You will have an opportunity to verify the donor information you provided and your donation information before finalizing your contribution.

*Together, we will score a
touchdown in giving!*



Helpful Tips/Info for doing Payroll Deduction Print and Submit

1. Your **ID** is your **DOE email address**.
2. If you have **forgotten** your **password**, it **can be reset and emailed to you**.
3. If you did the **electronic giving last year** you can **pull up** your **history** and **add** that **to your basket to have the same charities pulled up**. You can then change the dollar amounts and add or delete charities from your basket.
4. Once submitted, the instructions tell you to print the forms and enter your ID. The **ID** that is asked for is the **Pledge Form ID #** that is on the **upper right hand of your corner of your forms** that you printed out.
5. You must get **two forms from donors** for the **online payroll deduction method of giving**. The auditors copy doesn't have to be signed and the **yellow payroll copy which has the donors SSN must be signed**.